

SENIOR ACCOUNT CLERK – HUMAN SERVICES

NATURE OF WORK

Serves the public with nonprofessional accounting and related clerical work involving the preparation and maintenance of department bookkeeping and financial records and providing financial procedural information.

DISTINGUISHING FEATURES

Work includes maintaining program budgets, processing receipts and deposits, fund disbursements and other financial transactions, reconciling and balancing accounts, assisting in preparing reports of financial data, and performing related bookkeeping duties. This class differs from the Account Clerk class by the more diverse, complex, or specialized work, the greater consequence of error, and the more limited review of work. Work requires the exercise of judgment on bookkeeping and related problems in accordance with instructions, bookkeeping procedures, federal and state funding agency regulations and guidelines, and City policies and procedures.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Verifies for accuracy the receipt of grant funding and other accounts receivable; makes adjusting entries and prepares inter-billings; and prepares fiscal reports for program managers.

Verifies, codes, posts, and prepares payment of invoices and expenses; checks documents for accuracy, completeness, and compliance with policies, and procedures; enters data; refers unusual situations to supervisor, sets up vendor files and accounts; contacts vendors or employees to exchange information; and reconciles accounts.

Maintains and updates program budgets and grant fiscal files; assists with budget close-out at end of grant; and compiles various fiscal detail required for audits of grants.

Establishes accounts; verifies account information; calculates and verifies amounts; enters data into computer to establish or update accounts and files; searches for and identifies discrepancies; makes adjustments.

Prepares and processes purchase requisitions approved by administrative superiors. Follows-up with vendors by phone on order status; and reconciles invoices with purchasing documents before forwarding to Finance Department for payment; prepares payment vouchers.

Assists in monitoring expenditures to confirm availability of funds; identifies and resolves or refers discrepancies; maintains budget records.

Sets up spreadsheets and databases to track grant expenditures; reconciles and balances accounts monthly; examines financial records; verifies payments and deposits; prepares accurate and timely reports of financial data and transactions.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Work is reviewed by observation and in progress for accuracy, completeness, timeliness and adherence to guidelines and requirements and is subject to audit.

SUPERVISION EXERCISED

Supervision is not a responsibility of this class.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily in an office setting and is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as papers and files. Work requires periods of extended computer use and some tasks have set deadlines and volume processing.

SUCCESS FACTORS (KSAs)

Some knowledge of the principles and practices of double-entry bookkeeping and grant accounting regulations that involve the department and program areas assigned.

Some knowledge of MS Office Suite or other word processing, spreadsheet and data base software standard that may be adopted by City departments.

Some knowledge of computerized accounting, budgeting, and related programs.

Ability to operate computerized accounting, budgeting, and related programs.

Ability to make arithmetic computations and tabulations rapidly and accurately.

Ability to participate in bookkeeping and related accounting work of considerable volume.

Ability to recognize and reconcile discrepancies in financial records.

Ability to prepare and maintain accurate and complete financial records and reports, and assist in preparing for financial audits.

Ability to understand and follow oral and written instructions relating to accounting problems.

Ability to communicate ideas clearly and concisely, both orally and in writing, with a diverse group of people.

Ability to apply laws, rules, policies, and procedures.

Ability to establish and maintain effective working relationships as required by the work of the position.

Ability to operate a calculator, personal computer, and other office equipment.

Ability to travel out of town for training and development, as required by the position.

EDUCATION, TRAINING & EXPERIENCE

High School diploma or G.E.D., supplemented by completion of approved college-level course work in accounting, business, finance or a related field, and 1 – 3 three years of governmental bookkeeping experience, preferably involving accounting for federal and state grant programs. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.